

Grand Valley Public Library

Duties and Responsibilities of Individual Board Members

The Grand Valley Public Library Board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual Board members.

1. Each Board member is expected to become a productive participant in exercising the duties of the Board as a whole. Time commitment includes 10 regular monthly meetings a year, preparation time to read and consider reports and relevant information prepared for the board. Board members are required to participate on a variety of committees, community events and fundraiser events. Board Members are encouraged to represent the library on external bodies and committees such as the Ontario Library Boards Association, Ontario Library Service Board Assembly, if possible.
2. Individual members of the Board are responsible for exercising a **Duty of Diligence** as follows:
 - a. Be informed of legislation under which the Library exists, Board bylaws, mission, vision and values
 - b. Be informed about the activities of the Library and the community and issues that affect the Library
 - c. Attend Board meetings regularly and contribute from a personal, professional and life experience to the work of the Board
 - d. Be prepared for all Board meetings and use meeting time productively.
3. Individual members of the Board are responsible for exercising a **Duty of Loyalty**, as follows:
 - a. Adhere to the regulations of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M50
 - b. Act in the interest of the Library members and community over and above other interest
 - c. Speak with "one voice" once a decision is reached and a resolution is passed the Board
 - d. Represent the Library positively to the community.

4. Individual members of the Board are responsible for exercising a **Duty of Care**, as follows:
 - a. Promote a high level of Library Service
 - b. Consider information gathered in preparation for decision making
 - c. Offer personal perspective and opinions on issues that are subject to Board discussion and decisions
 - d. Show respect for the opinions of others
 - e. Assume no authority to make decisions outside of Board meetings
 - f. Know and respect the distinction in the roles of the Board and the Staff
 - g. Refrain from individually directing the Director of Library Services and the Staff
 - h. Respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information
 - i. Resist censorship of library materials by groups or individuals
5. Individual members are responsible for ongoing training to ensure library board members focus on good governance, strategic directions and policy implications rather than on operational details. This policy ensures that library board members have access to, and avail themselves of training opportunities.

Mandatory Training

- a. AODA Customer Service Training: Accessibility Training – accessforward.ca
Working Together – ohrc.on.ca

Training Opportunities

- a. Health and Safety for Board Members
- b. Diversity, Equity and Inclusion Training
- c. Ontario Library Service (OLS) – webinars, live training sessions
- d. OLA Super Conference – Board training
- e. Ontario Library Service Board Assembly meetings
- f. Ontario Library Board Association meetings

Expenses

The Board shall cover the cost of some or all of the following: tuition, registration, materials, travel, parking, meals, and accommodation (conferences).

“a board may reimburse its members for proper travelling and other expenses incurred in carrying out their duties as members” Public Libraries Act, R.S.O. 1990, c. P.44, s. 18

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